

SOP#: ADHR-1

Research Nurse Specialist Telework

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NCI Clinical Director Signature:

POLICY

The Office of Research Nursing permits teleworking for research nurse specialists provided eligibility is met, is appropriate for the specific nurse and situation and is approved by the direct supervisor.

PURPOSE

The purpose of this standard operating procedure is to provide implementing guidelines for telework policies and procedures for a Research Nurse Specialist (RNS) in accordance with NIH Policy 2300-600-1, NCI Telework Program Policy and Section 359 of Public Law 106-346, to support individual, team and organizational efficiency and effectiveness.

RESOURCE

- NCI Telework Program [website](#)

PROCEDURES

STEP 1: Determine Eligibility to Apply

- Per NIH Telework Policy (2300-600-1), the Office of Research Nursing (ORN) Team Lead, the CCR Deputy Director, ORN Director, the PI, Branch Chief, other investigators or stakeholders of the research team and the employee must all agree to participate in the telework program. The stakeholders must agree that the tasks to be performed during work hours at the alternate work site will promote the efficiency and effectiveness of the research team's work efforts.
- Contractors may telework if permitted by the terms of their contract and are negotiated separate from this policy between the contractor's employer, official (non-Federal) supervisor, in agreement with the NIH supervisor as applicable.
- PHS Commissioned Officers are covered under their own policy at: <https://dcp.psc.gov/ccmis/ccis/documents/CC313.01.pdf>
- To be eligible to telework the NIH employee must:
 - Have work that is portable;
 - Be an NIH employee (full or part time);

- Have a satisfactory performance record;
- Not be on Special Leave Procedures or a Performance Improvement Plan (PIP);
- Have no documented active adverse action on file in their Official Personnel Folder (eOPF) or with their supervisor; and
- Have completed mandatory telework training.
- Your specific nursing role will be taken into consideration to determine the type of telework permitted.
- The RNS's responsibilities must include tasks that can be performed while teleworking and must:
 - Generate work products that can be measured and/or evaluated for quality;
 - Not require close supervision or frequent guidance from a supervisor;
 - Not require daily face-to-face interaction with co-workers and/or patients; and
 - Must rely on information technology and connectivity that is available, or that requires no technology or connectivity.

STEP 2: Application to Telework

- The RNS employee wishing to engage in an ad hoc telework agreement must complete the request via the NCI Telework Program website.
- Given the interdependent role of the RNS in the NCI research team, the request must be discussed with the RNS's PI (or other Branch supervisor), and other RNS on the team, to establish the specific duties/tasks that can be accomplished most efficiently via telework. The completed form is submitted electronically to the RNS's Team Lead.

STEP 3: Determine Eligibility to Participate

- Once the employee has applied for ad hoc telework, the Team Lead will review the electronic application. Factors that will be considered include:
 - Portability of work;
 - Employee's status as emergency personnel;
 - Employee's need to supervise or mentor junior staff;
 - Clinic and patient schedules;
 - Employee's past performance;
 - Impact of telework on the office/team operations, taking into account the needs of the team, the nature of the work, as well as other employee's telework requests and work schedule arrangements; and
 - Cost of implementing a telework program (including computers, network links, VPN account, providing security off-site for NIH equipment, etc.).
- The Team Lead will communicate the final decision to the RNS.
- Denial of a telework request will be documented in writing on the Electronic Telework Application.

- Acceptance of the ad hoc telework agreement will be documented in writing on the Electronic Telework Application.
- The RNS must be accessible during duty hours to the supervisor, co-workers, and customers via telephone, email and/or other method of communication, as specified in the agreement.
- The RNS must agree to report to the official duty station, if the need arises.
- Participation may be terminated, or the terms of the participation may be changed at any time by either the RNS or by management, according to NIH Policy 2300-600-1. For example: changes in circumstances in the organization; change in RNS's position description; negative impact on the employee performance; or change in RNS's personal circumstances.

STEP 4: Implementing a Telework Schedule

- Before beginning to telework, it is mandatory the employee complete online “Basic Telework Training for Employees” and submit the agreement. Mac users should use Safari to access the training site.
- It is recommended that the supervisor complete the NIH Basic Telework Training for Managers.
- Both employees and managers are required to read the “NCI Telework Program Policy.” Participation may be terminated, or the terms of the participation may be changed at any time by either the RNS or by management.
- Scheduling implications for ad hoc telework:
 - If the employee must leave the telework site or must take care of a dependent child or family member during telework, leave is to be taken.
 - If the federal government is operating under late arrival/early dismissal, the teleworker is required to work a full tour of duty or must take leave for hours not worked unless the supervisor expresses alternate arrangements.
 - If the federal government is closed and employees have a telework agreement, the employee must be prepared to telework for the entire tour, request unscheduled leave or a combination of both for the length of the tour.
- Annually, the RNS and Team Lead should review and renew their telework agreement.
- Request telework in ITAS. The hours for telework must be within your tour of duty.